

CLASS TITLE: LOCKSMITH

Class Code: 02330200

Pay Grade: 15A

EO: G

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform skilled work involving the installation, repair and maintenance of locks and lock systems; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is reviewed for results attained.

SUPERVISION EXERCISED: Supervises laborers and others assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform skilled work involving the installation, repair and maintenance of locks and lock systems.

To plan, devise and maintain lock systems which include single, submaster, master and grandmaster keys.

To maintain security files regarding locks and the keys issued for each lock.

To repair and maintain locks by performing such tasks as lubricating locks, disassembling malfunctioning locks, making and replacing broken parts, resetting and replacing tumblers and installing new locks.

To make both duplicate and original keys.

To open locks which are malfunctioning.

To maintain an inventory of necessary supplies and equipment.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the methods, materials, tools and practices used in the locksmith trade and skill in the application of such methods, tools and practices; the ability to plan, devise and maintain lock systems and the records of such systems; the ability to supervise and instruct semi-skilled helpers; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of eight school grades; and

Experience: Such as may have been gained through: employment as a journeyman locksmith.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: January 7, 1979

Editorial Review: 3-15-2003